BY ORDER OF THE COMMANDER AEROSPACE MAINTENANCE AND REGENERATION CENTER AMARC INSTRUCTION 21-151
31 MAY 1999

Maintenance





COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 6

Distribution: F

This instruction implements provisions of Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*. It establishes the procedures and assigns responsibilities for managing unplanned labor estimates and applies to Aircraft Management (LA) and Logistics (LG)) Directorates.

SUMMARY OF CHANGES. This is an initial publication.

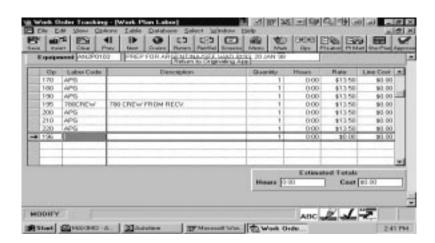
- **1. GENERAL.** All operations must have labor standards before they appear on work center schedules. Usually the standards will be in the form of an estimate provided by or to the planner for the Resource Cost Center (RCC) performing the work. All operations must have a labor estimate, but may contain the phrase, "As required."
- **2. RESPONSIBILITIES AND PROCEDURES.** When unplanned work is necessary, an AMARC Form 71, **Work Order Request,** is brought to the applicable work center scheduler for scheduling. The AMARC Form 71 should have a written estimate in the *EST HRS* block.
 - 2.1. Planners are responsible for determining all labor standards. If the AMARC Form 71 is presented without the estimate, the schedulers will contact the appropriate planner for the performing work center. Planners may contact production workers performing the work through their supervisor to obtain additional information if necessary.
 - 2.2. To modify a production work order (PWO) for unplanned labor, the MAXIMO Work Orders module is used to pull up the work order using the Work Order Tracking feature.
 - 2.2.1. Clear the screen if not blank.

- 2.2.2. Type the work order number on a clear screen and press <Enter>. Click on the **OPS** tool bar button to view the operations for the selected production work order. There should not be an operation for the unplanned work in the job plan or routing.
- 2.2.3. An operation can be added by selecting an operation line and pressing <Insert> or by choosing the Table pull down menu and then Insert Table Row. This will add an empty row.
 - 2.2.3.1. Choose an operation number half way between the preceding and next operation in case more labor needs to be added later. Keep the operations in the same sequence as the work to be performed. Numbers ending in "0" or "5" are reserved for planned operations. Press <Tab> to move to the next column.
 - 2.2.3.2. Type the description of the operation and press <Tab>.
 - 2.2.3.3. Type the estimate. Press < Tab>.
 - 2.2.3.4. Type the Work center number or RCC and press < Tab>.
 - 2.2.3.5. Type the suffix of the work center, if necessary, and press <Tab>.
 - 2.2.3.6. Press <Tab> to move to the Sch.Cd. field. Enter the date the work should begin, a date in this field schedules the operation. Enter the priority of the workload as assigned by the scheduler for the process. It will appear on the Netscape work center schedule on the scheduled date.
 - 2.2.3.7. Press the Save button.
 - 2.2.3.8. Click on the main tool bar button to go back to main work order tracking screen. Choose the Options pull down menu. Choose Change Status; choose Unapprove.

Figure 1. Work Order Tracking Screen.



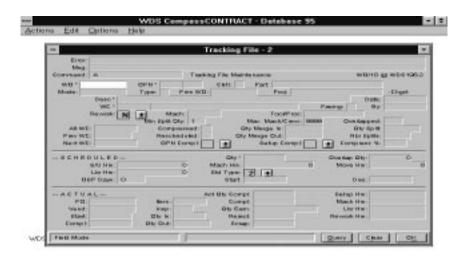
Figure 2. Work Order Tracking - Work Plan Labor Screen.



- 2.3. Enter the labor information to be added.
 - 2.3.1. Press the Pl Labor button.

- 2.3.1.1. Scroll to the bottom of the operations.
- 2.3.1.2. Type the operation number in the OP column. Press < Tab>.
- 2.3.1.3. Type the craft name. Press <Tab> twice.
- 2.3.1.4. Type the estimate. The default is 0 hours.
- 2.3.1.5. Choose the Options pull down menu again and choose Change Status.
- 2.3.1.6. Choose Initiate. A box will appear to verify and ask if you would like to print the work order. Unmark the print option unless a new printed copy is required. Press the OK button.
- 2.3.2. If not printing a new amended copy, the older version will need the new operation to be handwritten and initialed by planner.
- 2.3.3. Press the Save button.
- 2.4. A new operation can be added either through a program or manually in the work order tracking detail in the Western Data System (WDS). Both ways are discussed in the following pages respectively.
 - 2.4.1. Program Adds.
 - 2.4.1.1. Choose reports from the File pull down menu in the Work Order Tracking screen in MAXIMO.
 - 2.4.1.2. Select WOCMPWDS Copy Job Plans to WDS.
 - 2.4.1.3. Press Run button. A dialog box will appear. Leave the preview radio button marked. Press <Enter>.
 - 2.4.1.4. A preview of the report will appear identifying any update, inserts or errors made in WDS from the MAXIMO work order operations. Choose Exit from the File pull down menu to close the preview.

Figure 3. WDS Work Order Module (WO) - Tracking File Maintenance (10).



- 2.4.2. Manual Adds. A manual add operation entry is required when the work order only exists in the WDS. This includes priority reclamation and service work orders. In order to update the tracking file in WDS manually, log into WDS and select WO 10 before launching program as follows:
 - 2.4.2.1. *Command*: A for Add tracking entry or M for Modify tracking entry.
 - 2.4.2.2. WO*: work order number <Enter>.
 - 2.4.2.3. *OPN*: Operation number <Enter>.
 - 2.4.2.4. *Desc**: The exact information as the MAXIMO job plan operation description, <Enter>.
 - 2.4.2.5. *WC**: RCC of the work center performing the operation.
 - 2.4.2.6. <Enter> through for the defaults, i.e.:

Rework

Machine

Tool/Proc:

Overlap Qty: 0

S/U Hrs: 0.0

Mach Hrs:

Min Split Qty: 1 Lbr Hrs: Type the estimate. The default is 0 hours.

Max Mach/Crew: 99999Move Hrs:OPN Compl:Start Date:Setup Compl:Due Date:

Std Type: 2

2.4.2.7. Msg: will read "Modify as necessary, then click OK to continue; press <Esc> to cancel." Make any corrections by using the mouse to move the cursor to the correct field to make the change, then <Enter> to accept modifications.

- 2.4.2.8. Msg: will read "*OK to add notes?*" type *N* for no and <Enter>.
- 2.4.2.9. Type a θ , press the space bar, or <Esc> in the *OPN*: field to finish adding operations. OFFICIAL

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